

RECEIVED TOWN CLERK  
GRAFTON, MA**FINANCE COMMITTEE**

Town of Grafton

30 Providence Road

Grafton, MA 01519

(508) 839-5335 x 1167

[www.grafton-ma.gov](http://www.grafton-ma.gov)

2022 JAN 31 AM 8:44

---

Monday, December 13, 2021 Public Meeting of the Finance Committee approved on Wednesday, January 19, 2022

---

**Finance Committee****Public Meeting via Zoom Webinar**

Webinar ID: 815 9132 0996

Passcode: 734913

**Monday, December 13, 2021****5:00 P.M.****MINUTES****Public Meeting of the Finance Committee**

The public meeting of the Finance Committee was called to order by Chair Mark W. Haddad at 5:00 P.M.

Attendance was taken by Roll Call.

All votes were taken by Roll Call Vote during this public meeting.

**Finance Committee**

Present: Mark W. Haddad, Dan Cusher, Angelina Correia, Andy Jefferson, Heather McCue, Sue Robbins, Barry Smith.

Absent: Gopal Shenoy.

Others present: Town Administrator Evan Brassard.

**Review of the receipt of letter of Resignation of Finance Committee Vice Chair Irene Houle**

Chair Mark W. Haddad stated the following:

- To date the Amendment to the Town Charter for Appointing members of the Finance Committee in the Town of Grafton, MA has not passed the State Government process.
- The Town Moderator is the appointing authority as it stands today.
- There are 3 applicants for the Vacancy on the Finance Committee created by Irene Houle. They are: Skip Currier, Greg Marr and Kyle James.

Discussion topic:

Would the Finance Committee like to recommend an applicant to the Town Moderator to fill the vacancy?

- Would the Committee be okay with recommending the appointment of Greg Marr since he was the 2<sup>nd</sup> choice when interviewed in the Spring 2021 to fill a former vacancy?

- Finance Committee member Heather McCue stated that she and the Committee has never met the 3<sup>rd</sup> applicant, Kyle James.
- Finance Committee member Andy Jefferson suggested that the process would be to interview just Kyle James since the other 2 candidates have been previously interviewed by Finance Committee or to bring in all 3 applicants for the interviewing process if needed.
- Chair Mark W. Haddad stated that he will touch base with Town Moderator Dawn Anderson with Finance Committee's feedback.

**Designate two members to serve on the TriCom Subcommittee.**

- Finance Committee reviewed the draft charge of the TriCom Subcommittee that was sent by Chair of the Select Board Peter Carlson and will be reviewed by the Select Board at their public meeting on December 14, 2021.
- Dan Cusher briefly discussed concern about the Open Meeting Law relative to the TriCom Subcommittee.

Town Administrator Evan Brassard stated that the TriCom Subcommittee will be a stand alone committee and not a subcommittee of the Select Board. This committee will be subject to the Rules of the Open Meeting Law once the Select Board approves the charge of the committee.

- Angelina Correia asked what brought on the need for the TriCom Subcommittee?

Mark W. Haddad stated that bringing all the members of the School Committee, Select Board and Finance Committee to one meeting has created a no progress type of meeting setting.

The plan of creating an independent smaller group representing all 3 committees has evolved to discuss necessary Town financial related topics to bring back to the committees as needed.

Sue Robbins added that the TriCom meetings began when the Town began planning for the 1<sup>st</sup> Override to discuss projections.

The TriCom Subcommittee will be a more efficient committee with 2 members per board discussing the issues.

Motion: Sue Robbins moved that the Finance Committee recommends the draft charge of the TriCom Subcommittee as will be presented to the Select Board for approval and signatures and agrees to appointing 2 members of the Finance Committee to the TriCom Subcommittee.

Discussion: The Town Administrator will not be a voting member of the TriCom Subcommittee, however, he will have a say on each topic as presented.

Seconded: Dan Cusher. All in favor. Motion carries.

Roll Call Vote

Aye: Mark W. Haddad, Dan Cusher, Angelina Correia, Andy Jefferson, Heather McCue, Sue Robbins, Barry Smith.

Nay: None.

Motion: Dan Cusher moved that the Finance Committee recommends Mark Haddad and Andy Jefferson as the 2 delegates of the TriCom Subcommittee representing the Finance Committee.

Seconded: Sue Robbins. All in favor. Motion carries.

Roll Call Vote:

Aye: Mark W. Haddad, Dan Cusher, Angelina Correia, Andy Jefferson, Heather McCue, Sue Robbins, Barry Smith.

Nay: None.

### **Reorganization of the Finance Committee to elect a Vice Chair to complete FY22.**

#### **Vice Chair**

Motion: Sue Robbins moved that Dan Cusher becomes the Vice Chair of the Finance Committee for the remainder of FY22.

Seconded: Barry Smith. All in favor. Motion carries.

Roll Call Vote:

Aye: Mark W. Haddad, Dan Cusher, Angelina Correia, Andy Jefferson, Heather McCue, Sue Robbins, Barry Smith.

Nay: None.

#### **Clerk**

As a result of Dan Cusher taking on the role of Vice Chair for FY22, his position of Clerk of the Finance Committee became open.

Motion: Andy Jefferson moved that Angelina Correia become the Clerk of the Finance Committee for the remainder of FY22.

Seconded: Barry Smith. All in favor. Motion carries.

Roll Call Vote:

Aye: Mark W. Haddad, Dan Cusher, Angelina Correia, Andy Jefferson, Heather McCue, Sue Robbins, Barry Smith.

Nay: None.

### **Discuss the Finance Committee method of reviewing Departmental budgets for FY23.**

Process of budget review using Cleargov.

- The general consensus of the Finance Committee is to continue with meeting individually with the Department Heads to review their proposed FY23 budgets while using ClearGov as a tool to review all budgets.
- ClearGov will be built out as information is entered to provide more detail. Areas of the budget can be flagged as well to request more detail when necessary.

- Forecasting will be provided for FY24 once all the data has been entered.

- **Open Meeting Law**

It may be best to ask/review questions about a particular budget item by individual committee members when meeting as a group when reviewing the budgets rather than answering or commenting on ClearGov.

The general consensus of the Finance Committee is to continue to review the budgets with the Department Heads with a looser conversational style and to have a baseline of questions available.

The Administrative Assistant will send out those questions that have been used as a tool in the past to all Finance Committee members.

### **Affordable Housing Trust**

Finance Committee member and Affordable Housing Trust member Dan Cusher stated that the AHT has not voted on the budget for the shared Administrative Assistant position that will be shared with Finance Committee but did affirm the description of the position.

### **Finance Committee**

Chair Mark W. Haddad asked the Town Administrator that if for some reason the hybrid position of the shared Administrative Assistant does not happen for FY23, if he would reinstate the position as it stands today with the hours and expenses. The Town Administrator stated yes.

The hybrid position has been readvertised and the applicant pool has been very shallow.

The Town Administrator will speak to Christa in Human Resources and get back to Finance Committee with an update on the status of applications received.

Finance Committee Chair reminded Evan that Barry Smith, Sue Robbins and Mark Haddad are the group of Finance Committee members who will be part of the interviewing team.

### **Special Town Meeting**

Finance Committee member Sue Robbins asked the Town Administrator if there will be a Special Town Meeting in January or February 2022.

Town Administrator Evan Brassard state that he is not sure to date if or when there will be a Special Town Meeting.

Legal questions are in the process of being answered to provide a TIF for the 27 Upton Street Property which would be the main reason for the Special Town Meeting to be held.

The Town Clerk issue may need to be addressed if a Special Town Meeting is called, however, the Select Board have not made a decision on this to date.

**Thank you**

Chair Mark W. Haddad took the time to thank the Town Administrator Evan Brassard for attending Finance Committee's meetings and providing answers to our questions promptly. It is very much appreciated.

**Adjournment**

Chair of the Finance Committee Mark W. Haddad adjourned the public meeting of the Finance Committee at 5:40 P.M.

Respectfully submitted,

Susan M. Fiacco